



500.39 Surveillance Procedures

Number Series: 500—Operational
Approved Date: July 30, 2018
Review Due Date: July 30, 2021

Sheriff's Approval: Digital
Review Frequency: 3- Years

POLICY

The Sheriff's Office will utilize surveillance as an investigative tool.

PROCEDURE

A. Pre-Planned Operations

1. Surveillance may be used to support any investigation in accordance with applicable law. Section supervisors are to be notified of, approve, and command all pre-planned operations. When surveillance operations are conducted, the senior ranking member of the surveillance team is responsible for appropriate notification.
2. Types of Surveillance
 - a. Visual – Visual surveillance can be conducted by either static or mobile methods to include vehicle surveillance and pedestrian surveillance.
 - b. Electronic – Surveillance is conducted through the use of electronic means and can include Drone and/or fixed camera or listening device.
3. Legal Issues – All surveillance activities shall be conducted with strict adherence to current legal guidelines and state and federal statutes.

B. Research

1. Before beginning surveillance, the following research should be developed consisting of the following:
 - a. An analysis of the suspected crime(s) and any actual or potential victim(s);
 - b. A study of all available information pertinent to the suspect including:
 1. Names, aliases, and complete criminal histories;
 2. Physical descriptions and photographs;
 3. Identifying characteristics and mannerisms;
 4. Identities of known or suspected contacts or associates;
 5. Habits and routines;
 6. Vehicle descriptions;
 7. Familiarity with the neighborhood or target area;
 8. Determining any legal ramifications of the action to be taken;
 9. Determining the appropriate vehicles and equipment to use for the surveillance.

C. Operation Orders

1. If the surveillance is of major significance or high risk, an operation order must be completed as specified.
2. If the surveillance is of a routine nature, involving minor offenses, a written operation order is not specified.

D. Briefing

1. The case detective and supervisor should hold a briefing with all involved personnel to ensure that each is aware of his/her responsibilities on any particular surveillance. During the briefing, the operation order (if utilized) will be distributed to each person involved.

E. Equipment

1. All surveillance equipment will be utilized solely to conduct authorized investigations.

F. Execution

1. Radio Procedures

- a. All involved employees will monitor designated channel(s) not utilized for routine radio traffic. The investigative supervisor will designate and monitor the channel being used. For emergency communication, employees key their radio on the channel being used and request assistance; they may also use the emergency button on their assigned radio.

2. Out of County Surveillance

- a. A supervisor of the jurisdiction outside of Hendry County in which the surveillance will take place must be notified of the surveillance in advance, if possible. If it is not possible to make notifications in advance, an effort must be made to do so as soon as practical or as soon as any enforcement action is taken (e.g. arrests, etc.).

G. Debriefing

1. After every operation a meeting involving all investigators should be held to obtain input about the success or failure of the operation.

DEFINITIONS

OPERATION ORDER – A structured, written order used to transmit instructions for specific operations from supervisors to subordinates.

SURVEILLANCE – A covert, intelligence or evidence gathering operation, whereby suspicious activities are observed or heard without the intended knowledge of the person(s) involved.

REFERENCES

State/Federal Regulations:

None

CFA:

CFA Standard 15.11M

Forms:

None

Other Policy/ Procedure References:

None